Adding Trade-In Items to Your Cart

The Add trade-in button allows you to Add Trade-In items to the cart. This feature can be used when you have a piece of equipment that can be traded in; to offset the cost of a new purchase. Follow the instructions below to add a trade-in item to your cart. A user must have permission to Add/Edit Trade-Ins.

Select the trade-in item link from the Gateway home Shopping page, under the Shop bar of search results, from the Shop navigation menu.

Or, select the Add Trade-In button in the shopping cart. The following is an example of selecting the Add Trade-In button from the shopping cart.

![Shopping Cart](image-url)
The Add Trade-In overlay displays
Search for the supplier then enter the Trade-In Details for the item. The Description, Quantity and Price are required. Catalog Number, Size and Packaging are optional. Additional optional fields include Asset Tag Number and Serial Number if applicable. The trade-in must have the same tax status as the new equipment. If taxable, check the Taxable box. The Capital Asset box should be left unchecked.

Save and close the overlay.

The trade-in item will display in the cart with an icon 🔴, and an error message indicating the item must be linked to another item from the supplier.

Old lab bench 🔴 more info...

⚠️ Trade-in items must be linked to a regular item in the same supplier group. Please link the trade-in items to a regular line item by selecting the line action "Add Link to Item".

If the item to be linked is not in the current cart, add it to the cart from the product search or as a non-catalog item
If the item to be linked is in the cart already, (check the box to the right of the trade-in item.)
Scroll up and find “For Selected line items” select from the drop down menu Add Link to Item then click GO.

The Add Link to Item overlay displays click on the select button
The overlay closes, and the cart refreshes indicating the two linked items.

- To ensure the budget check is run correctly, the user will see error messages if any of the following are not true:
  - trade-in item must be linked to a positive line item. Multiple trade-ins can be linked to one positive line item, but a positive line item can only be linked to one trade-in.
  - Accounting codes must be the same on any linked trade-ins and positive line items.
  - The total for each supplier must be positive.